# PROCUREMENT REPORTING

- DD Form 350

- DD Form 1057

Fort McCoy Workshop January 23, 2003

# Data Collection Point for Army and Other Defense Agencies


**Army Contracting Agency**

**ATTN: SFCA-IT**

**5109 Leesburg Pike, Suite 302**

**Falls Church, Virginia 22041-3201**

**TEL: (703) 681-9781, 681-9782, 681-9783**

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# Contract Reporting Why Is It Important?

- **Congress**
  - Writes Laws / Limits Based upon Prior Year's Data
  - Evaluates Law Impact on Data in First 6 Months
- **HQDA/Agency Head**
  - Review Credit Card Policy / Limits / Goal Attainment
  - Centralization of Similar Business Processes
  - Establish Right-Sizing Goals (TDAs) vs. Workload
- **DoD & DA SADBU**
  - Evaluate Installation/MACOM/Service Goals
  - Evaluate FASA/FARA Impact on Small Business

# Contract Reporting Why Is It Important?

- **IRS and State/County Governments**
  - Investigate Collection of Taxes
  - Withhold Contract Dollars for Back Taxes
  - Accuracy Critical for DUNS, TIN, Completion Date, and Place of Performance
- **Department of Justice**
  - Used to Bring Criminal Charges Against Contractors

# DD Form 1057

- *** Eliminate DD1057 *** (report all on DD350s)
- $25,000 or less
  - Exclude IMPAC Card Buys up to $2,500.00
  - Exclude SB Competitiveness Program (DD350)
  - Exclude Very Small Business Program (DD350)
  - Include IMPAC Card Orders ($2,500.01 - $25,000.00)
- Only Actions Obligating / Deobligating Money
  - Submit a Zero Actions/Dollars Report.
- Due 1 Day after Month End
- Requirement - DFARS 204.670-2

# DD Form 350

- *Used for ALL Contract Actions in lieu of DD1057*
  - *Not a requirement. Elimination of 1057 is desirable.*
- *DD350 Actions are those not on DD1057*
  - *include the non-DOD requirement of a contracting action regardless of dollar amount*
  - *include Verbal Orders using IMPAC Card as Payment*
- *Contract Action Obligating/Deobligating Money*
- *New Report Number for Each Contract Action*
- *Complete Report Within 1 Day of Signing*
- *Requirements - DFARS 204.670-2*

# FY 2003 Changes / NEW Fields

- New Value Added to C2 - Reason Not Synopsized
- New Field Added; E6 Payment by Governmentwide Purchase Card (GPC)
- New GPC Reporting – Payments $2,500.00 - $25,000.00

# FY 2003 New Field Value

- **New Value for C2 – Reason Not Synopsized**
  - **Code C – FAR 5.202(b). Enter code C if the action was not synopsized because the acquisition was subject to the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in FAR 5.2 when agencies acquire services valued between $25,000 and $100,000 from small businesses under set-asides. If the acquisition is subject to the Small Business Competitiveness Demonstration Program, Code C can not be used.**

# FY 2003 New Field

- **E6 - Government Purchase Card Used (NEW)**
  - **Line E6, Payment by Government-Wide Purchase Card (GPC). If payment is to be made by use of the GPC, enter Y on Line E6; otherwise leave blank.**

# FY 2003 New GPC Report

- GPC Payments($2,500.01 - $25,000) are Hard to Report on DD350
- E5 – Number of Actions (Old Field – New Use)
- Only Offices NOT Reporting DD1057s
- Total the Reportable GPC Payments Into 3 Groups
  - Total Actions and Dollars to Small Business
  - Total Actions and Dollars to Large Business
  - Total Actions and Dollars to OCONUS Business
- Report One DD350 Per Category Each Month

# FY 2003 New GPC Report

- **Basics of the DD350 Report**
  - **A1 = 0**
  - **A2 Report Number**
    - **Use the next PD2 report number  OR if possible without problems, use**
    - **991001 for the October 2002 SB report**
    - **991002 for the October 2002 Large Business Report**
    - **991003 for the October 2002 OCONUS Business Report**
  - **A3A, A3B – Your Agency Code and Office Code as Always**
  - **B1A Contract Number – xxxx is your DODAAN for PIINs**
    - **DAxxxx03PV101 (V = VISA; 10=October; 1=SB)**
    - **DAxxxx03PV102 (V = VISA; 10=October; 2=Large Business)**
    - **DAxxxx03PV103 (V = VISA; 10=October; 2=OCONUS Business)**
  - **B1B Contract Origin - A**
  - **B1C Bundled Contract - N**
  - **B1E Performance Base Service Contract  (PBSC) - N**

# FY 2003 New GPC Report

- **Basics of the DD350 Report**
  - **B3 Action Date - 20021001 to for GPCs in 10/2002**
  - **B4 Completion Date - 20021031 for GPCs in 10/2002**
  - **B5A DUNS Number -**
    - **954618591 Small Business GPC Actions**
    - **954618609 Large Business GPC Actions**
    - **954618617 OCONUS Contractor GPC Actions**
  - **B5B Government Agency - N**
  - **B5D Contractor Name - 'GPC VENDOR SMALL' ,etc.**
  - **B5D Street Address - 'GPC DD350 REPORTING ONLY'**
  - **B5D City, State, Zip - Your Office Code Info**
  - **B5F, B5G, B5H TIN, etc. - Not Required**
  - **B6A,B6B,B6C Place of Performance - Contracting Office City**

# FY 2003 New GPC Report

- **Basics of the DD350 Report**
  - **B7 = 1; B8 is Sum of All GPC Dollars Reported for the Month**
  - **B9 = N; B10 = N; B11=0**
  - **FSC = 9999; Claimant=C9E or S10; System=000**
  - **NAICS = 921190; EPA=E**
  - **B13A=9; B14 = C or D; C1=A; C3=A; C4=N; C5=J**
  - **C6=2; C7=2; C10=Z; C11=N; C12=Z; C14=Y**
  - **D1A = B, C, or L (Small, Large, Foreign)**
  - **D1B=N; D1C=N or blank; D2=Z; D3=Z or blank**
  - **D4A=A; D4B=A; D7=A; D8=B; D9=N**
  - **E5 = Total GPC Card Payment Actions**
  - **E6 = Y**
  - **Blanks For Whatever DD350 Field Was Not Specified**

# MESSAGE FROM MR. ELGART, ACTING DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)

***Email dated March 07, 2001***

***"PARCs must provide immediate and vigorous oversight to assure that all DD350 data is accurate and coding is 100% correct."***

***"The code for miscellaneous (FSCs)should <u>rarely</u> be used."***

***DD350 edits ONLY check logic and valid codes.***

# MESSAGE FROM MS. DEIDRE LEE, DIRECTOR, DEFENSE PROCUREMENT

***Memo dated November 1, 2002***

***"…initiate necessary action to correct widespread miscoding of line C11… The DoD Inspector General identified a 93 per cent error rate …"***

***"Miscoding of DD Forms 350 is more than a minor irritation. …distorted picture of how DoD is doing business. Conclusions drawn … have led to legislative proposals designed to address problems that we feel were based on mistaken impressions created by our own DD 350 data."***

# MESSAGE FROM MS. DEIDRE LEE, DIRECTOR, DEFENSE PROCUREMENT

***Memo dated November 1, 2002 (continued)***

***"…ensure that DD 350 reports are accurate in every respect, …"***

***"focus on areas that experience has shown are prone to miscoding. They include: B1C Bundled Contract …,***
***B5A Contractor Identification Number …,***
***C3 Extent competed …, and***
***C11 Certified Cost or Pricing Data …."***

# ACCURACY OF DATA

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Use the Resources Available*
  - *CCR, NIST(FIPS), GSA FSS E-Library, Web Pages Provided by OSD and ARMY*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

# FY 2003 EDIT ISSUES

- **Read DFARS 204.670 FIRST!**
  - **Why Report DD350 and When Report is Required**
  - **When a Contract Action Does not Require a Report**
- **Read DFARS 253.204-70 SECOND**
  - **Meaning of Every Value for Every Field When Reporting is Required.(DFARS 204.670)**
- **When Can One Contracting Award Require More Than One DD350??**
- **At Least 3 Different Situations**
- **FMS, Type of Contract and non-DOD money**
  - **(DFARS 204.670-6(c)**

# FY 2003 EDIT ISSUES

- ***B7 Zero Dollars Obligated***
  - ***DO NOT Report Every Administrative Modification***
  - ***Related to B11 Estimated Contract Value for IDCs***
- ***B11 Estimated Contract Value***
  - ***On Initial Award of MULTI-YEAR Contracts***
  - ***On Initial Award of your 2002 IDCs ('D' contract)***
  - ***NEVER Reported Again, NEVER Changed***
  - ***Estimated Contract Value IS NOT for every DD350***
- ***MULTI-YEAR Contracts ARE NOT Contracts with Options***
  - ***Congress Must Approve Monies for All Years Prior to Initial Award (FAR 17.103)***

# FY 2003 EDIT ISSUES

- DUNS IS REQUIRED FOR EVERY DD350
- DUNS Is Awaiting D&B Validation Error
  - DUNS is Unknown to the DOD Edit System
  - Monthly CCR feed will 'fix' error if CCR Registered
  - DUNS for OCONUS Vendors is MAJOR Problem
  - Only Validation Info from D&B Speeds Helps
- Check GSA Federal Schedule Contract Numbers
  - PRIOR to Award, Not After DD350 Edit Error
  - Contractors Can Give Erroneous Information
  - GSA Schedules E-Library is the Authority

# FY 2003 EDIT ISSUES

- ***GSA Federal Schedule Expired***
  - ***GSA Supplies Info Monthly***
  - ***Rarely GSA FS are Extended in 30 Days Intervals***
  - ***Order Closeout Can Cause Error - Contact SAAL-PA***
- ***SAAL-PA Web Pages Updated Daily at 12:00AM***
  - ***'LAST UPDATED' is on Each Web Page***
  - ***Only Same Date Web Pages Can Be Compared***
  - ***Reports Web Page Are Updated On the Weekend***
- ***Original Award DD350 is not Changed for Mods***
  - ***Each Contract Action Has a Different Report Number***

# FY 2003 EDIT STATS

- **Army-wide**
  - 23.4% error rate ( 56,261 / 240,450)
  - #1 EPA field not completed - 6,667 DD350s
  - #2 Action Date is not in FY 2002 - 6,389 DD350s
- **FORSCOM-wide**
  - 14.7% error rate ( 2,658 / 18,135)
  - #1 EPA field not completed - 884 DD350s
  - #2 Action Date is not in FY 2002 - 659 DD350s
  - #3 IDCs must be coded 5 in B13A - 323 DD350s
- **McCoy – 8.4% (52/616)**
  - #1 Action Date is not in FY 2002 - 20 DD350s
  - #2 C14=N and SAP then B8 must be <= $100,000 - 9 DD350s
  - #3 B8 Dollars contain decimal and cents – 7 DD350s

# FY 2003 EDIT STATS

- ***Army-wide***
  - ***Sent 240,450 - Accepted 160,923***
  - ***79,527 Extra Work or 49.42% Extra Work***
- ***FORSCOM-wide***
  - ***Sent 23,398 - Accepted 13,904***
  - ***9,494 Extra Work or 68.3% Extra Work***
- ***McCoy***
  - ***Sent 650 - Accepted  485***
  - ***165 Extra Work or 34% Extra Work***

# DFARS

- **DFARS Official Version**
  - **http://www.acq.osd.mil/dp/dars/dfars.html**
- **Why and When a DD350/DD1057 is needed**
  - **DFARS 204.6**
- **Every Field and Every Field Value Described**
  - **DFARS 253.204-70 for DD350**
  - **DFARS 253.204.71 for DD1057**

# GSA Federal Schedule

- **GSA Federal Schedule (FS)**
  - **http://www.fss.gsa.gov**
- **Buying from GSA**
  - **http://www.gsaadvantage.gov**
- **Check FS Contract Number(Schedule E-Library)**
  - **http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp**

# GSA Federal Schedule

GSA - GSA Federal Supply Service - Microsoft Internet Explorer provided by USA RDAISA
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.gsa.gov/Portal/content/orgs_content.jsp?contentOID=22892&contentType=1005
Go Links
Username Password Go | Register for MyGSA
Search Go FAQ | Help
Home
Buying Through GSA
Selling to the Government
About GSA
Contacts
Events
Outreach Europe 2002
FSS News and Events
Premier Events
GSA EXPO 2003
Offerings
GSA Schedules
Getting on Schedule
Ordering from GSA Schedules
GSA Customer Supply Center (CSC)
Environmental Programs
Surplus Personal Property Sales
Airline CityPairs
Travel and Transportation Services
Travel Management Centers Trak Information
U-MAS Virtual Campus
Vehicle Acquisition and Leasing Services
Freight Management
Make a big deal: GSA Federal Supply Service
GSA Federal Supply Service
1941 Jefferson Davis Hwy
Arlington, VA 22202
(703) 605-5400
Donna D. Bennett, Commissioner
Lester D. Gray, Jr., Deputy Commissioner
Amanda G. Fredriksen, Chief of Staff
National Customer Service Center
Kansas City, MO
(800) 488-3111
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U.S. General Services Administration
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Travel and Transportation Services
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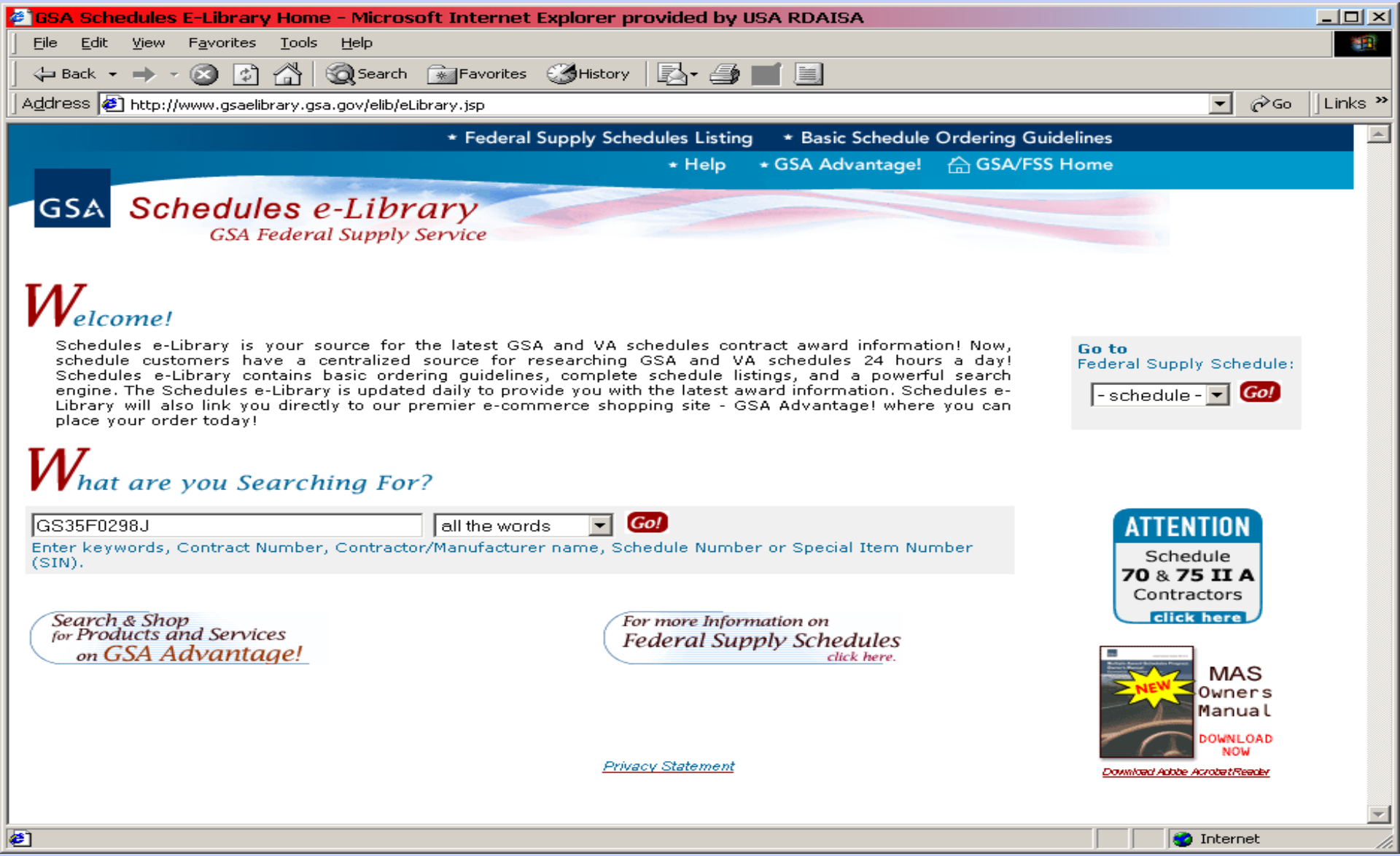
GSA Advantage!
GSA Auctions
GSA Xcess!
EIRO (E-Connected Intelligent Remote Operations)
Schedules e-Library
e-Buy
Done
Internet

# GSA Federal Schedule


GSA Schedules E-Library Home - Microsoft Internet Explorer provided by USA RDAISA
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp
Go Links
* Federal Supply Schedules Listing * Basic Schedule Ordering Guidelines
* Help * GSA Advantage! GSA/FSS Home
GSA Schedules e-Library
GSA Federal Supply Service
Welcome!
Schedules e-Library is your source for the latest GSA and VA schedules contract award information! Now, schedule customers have a centralized source for researching GSA and VA schedules 24 hours a day! Schedules e-Library contains basic ordering guidelines, complete schedule listings, and a powerful search engine. The Schedules e-Library is updated daily to provide you with the latest award information. Schedules e-Library will also link you directly to our premier e-commerce shopping site - GSA Advantage! where you can place your order today!
Go to
Federal Supply Schedule:
- schedule -
Go!
What are you Searching For?
GS35F0298J
all the words
Go!
Enter keywords, Contract Number, Contractor/Manufacturer name, Schedule Number or Special Item Number (SIN).
ATTENTION
Schedule
70 & 75 II A
Contractors
click here
Search & Shop
for Products and Services
on GSA Advantage!
For more Information on
Federal Supply Schedules
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NEW
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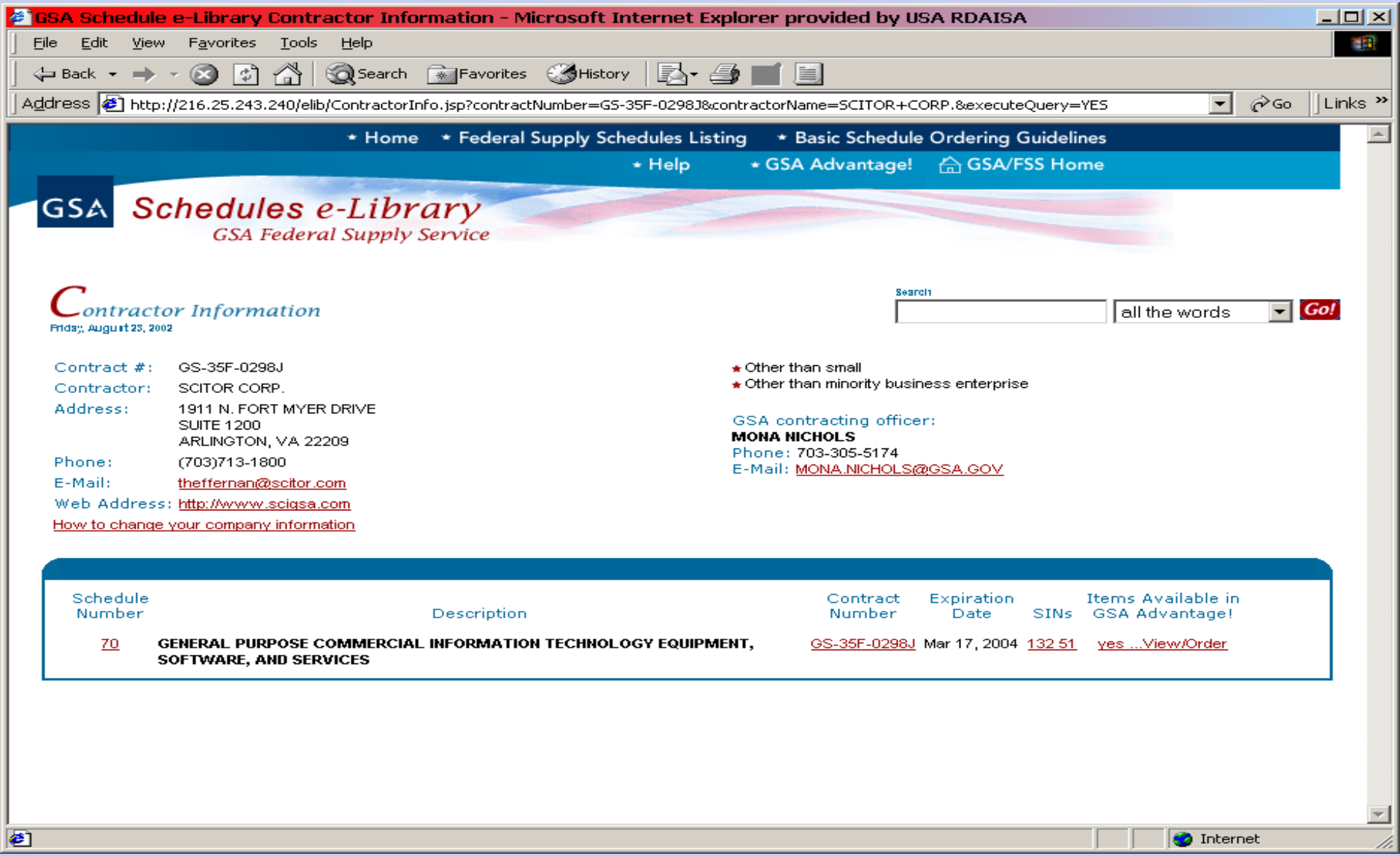
# GSA Federal Schedule



# DUNS

- **CCR Validation REQUIRED**
  - **http://www.ccr.gov**

- **SAALT-PA Computer**
  - **TELNET Access**
    - **TELNET prmis.saalt.army.mil**
    - **type HELLO xxxx,LOOKUP.CODES**
      **(xxxx=Office code) OR**
  - **WEB Access**
    - **http://prmis.saalt.army.mil**

- **DoD Web Page**
  - **http://web1.whs.osd.mil/peidhome/guide/procoper.htm**
  - **Userid is dunsfile; Password is myprop**

# FIPS 55 (City and State Codes)

- **FIPS Codes by Number**
  - **http://www.itl.nist.gov/fipspubs/**
- **City and State Codes**
  - **http://geonames.usgs.gov/fips55.html**
  - **Class Codes with X or Z are not valid on DD350**
- **Country Codes**
  - **http://164.214.2.59/gns/html/fips/fip10-4.html**
  - **Only Places not listed in FIPS 55-DC3 use FIPS 10-3**
  - **ONLY the two letter codes are valid on DD350**

# NAICS, FSC, SYSTEM Codes

- **NAICS Search Capability**
  - **http://www.naics.com**

- **FSC & SYSTEM Codes**
  - **http://prmis.saalt.army.mil**

# FIELD INTERRELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - **Bundled Contract & the Bundled Contract Exception**
  - **Performance Based Service Contract**
  - **Place of Performance (City & State Codes)**
  - **Foreign Military Sale**
  - **Multiyear Contract (NOT annual options to exercise)**
  - **FSC, NAICS, Weapon System Code**
  - **Contain EPA Designated Products**
  - **Include Recovered Material Clauses**

# FIELD INTERRELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - Multiple Award Fair Opportunity
  - IDC Use & Closing Date
  - Commercial Item
  - IT Product/Service
  - Clinger-Cohen Act Compliance
  - Size of Business
  - Set-Asides
  - Women-Owned

# TIMELY REPORTING

- ***KO Obligates Money from 1st thru Month End***
- ***Reports are Recorded in Computer System Within 1 Day of Award***
- ***Reports are Complete and Accurate***
  - ***Information Reflects Procurement Process***
  - ***Information IS NOT "Adjusted" to Fit the Edits***
- ***All Reports Created for the Month arrive at SAAL-PA by COB 1st Day of the Next Month***
  - ***Send DD350 Data Bi-weekly, Weekly, or Daily***
  - ***Send DD1057 by the 1st Calendar Day***

# TIMELY REPORTING

- **Send Data and Check Web Page after 48 hours**
  - **http://prmis.saalt.army.mil/**
  - **Underlined Numbers are Links to More Detailed Info**
- **Army DD350/DD1057 Status**
  - **Don't Assume the Data Sent Was Accepted When There Are No Edit Errors - Transmission Can Fail**
  - **Check GOOD 350/1057 Web Page for Acceptance**
  - **Check Failing 350/1057 Web Page for Error Messages**
  - **Check for 350s not Received at HQDA**
    - **What is Missing From the GOOD 350 and the Failing Edits Web Pages?**
  - **Error Messages Are Shown for DD1057 and DD350s**

# CHECK WEB PAGES

# SUMMARY

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Use the Resources Available*
  - *CCR, NIST(FIPS), GSA FSS E-Library, Web Pages Provided by OSD and ARMY*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

# SUMMARY (continued)

- **Conduct DD350 Training Classes ANNUALLY**
  - Familiarize People with New Requirements
  - DFARS is Published Prior to October 1.
  - ITEC-IT Can Assist with Training Classes
- **Timely Reporting is Close Second Issue**
  - MONTHLY Reconcile Local Numbers to HQDA stats
    - Send data to HQDA (350s weekly; 1057 by the 1st)
    - After 48 hours Check sent-data Status on HQDA Webpage
    - Local Stats **MUST** = HQDA Accept + Failed Edits Reports
    - Correct Failed Edits ASAP
- **DD350/1057 Are Used Monthly by DoD & ARMY**

# APPENDIX - Prior Year's DD350 Changes

# FY 2002 Changes / NEW Fields

- **B1D Bundled Contract Exception**
  - Mission Critical; A-76; Other
- **B1E Performance Based Service (formerly B1D)**
- **B5C Reserved (CAGE code not needed)**
- **B7 Type Obligation (3 – No Dollars Obligated)**
- **B11 Total Estimated Contract Value**
  - On initial award of ALL Indefinite Delivery Contracts (IDC) regardless of any funds obligated/deobligated. Works with B7, B13F and B13G.

# FY 2002 Changes / NEW Fields

- **B12F EPA-Designated Products**
  - Purchase products with recycled material content
- **B12G Recovered Material Clauses**
- **B13A Kind of Contract Action**
  - New Code 7 for BPA Order under a Federal Schedule
- **B13E Multiple Award Contract Fair Opportunity**
  - How Well are Orders Distributed Among the Awardees of a Multiple Award Contract

# FY 2002 Changes / NEW Fields

- **B13F Indefinite Delivery Contract (IDC) Use**
  - Initial award of ALL IDCs regardless of obligation of funds at time of initial award.
- **B13G IDC Ordering Period End Date**
  - Last Day for orders on the IDC. (B7, B11, & B13F)
- **B15 Information, Technology Products or Service**
  - All IT buys
- **B16 Clinger-Cohen Act Planning Compliance**

# FY 2002 Changes / NEW Fields

- E4 Requesting Activity Code
  - ALL DOD Awards. Who is the Requiring Activity?
  - Predominance by Dollar Value Applies to Multiple Requiring Activities
- E5 Number of Actions (formerly E8)

# FY 2001 Changes / NEW Fields in DD350 Reporting

- A3A FIPS 95 code
  - (2100 - Army, 96CE - USACE, 9700 Defense Agency)
- A3B is Office Code (formerly A3, still 4 positions)
- B1C - Bundled Contract
  - FAR 2.101 and the contract value exceeds $5,000,000
- B1D - Performance Based (PB) Service Contract
  - Contract value exceeds $100,000 and at least 80% of the contract value is for PB work (FAR 37.6)

# FY 2001 Changes / NEW Fields in DD350 Reporting

- B12D NAICS code
  - http://www.census.gov/epcd/www/naicstab.htm
  - http://www.sba.gov/size/NAICS-cover-page.htm
  - www.naics.com - commercial website
- D1B - Women Owned Business (formerly D6)
- D1C - HUBZone Representation (formerly D1B)
- D1D - Ethnic Group (formerly D5)
- D1E - Veteran-Owned Small Business

# FY 2001 Changes / NEW Fields in DD350 Reporting

- D4A - Type of Setaside (formerly D4A- D4D)
- D4B - Type of Preference (formerly (D4B, D4D)
- D4C - Premium Percent (formerly D4E)
- E3 Non-DOD Agency
  - a purchase on behalf of a non-DOD agency
  - separate DD350 for DOD and non-DOD parts of buy
- E4 Non-DOD Office Code
- E8 Number of Actions

# FY 2000 Changes / NEW Fields in DD350 Reporting

- ALL Very Small Business Pilot Program Actions
  - Regardless of Dollar Value Are Reported on DD350
- ALL SB Competitiveness Program Actions(DIGS)
  - Regardless of Dollar Value Are Reported on DD350
- Report Number (A2)  is six digits (000001)
  - 7000-7999 Numbers for Under $25k DD350 are Gone
- GSA Schedules (B1A) are Included in SB Goals
  - Contract Number Accuracy is Paramount
  - HQDA Matches to GSA Schedule File

# FY 2000 Changes / NEW Fields in DD350 Reporting

- B5F TIN is Required until CCR Link is Improved
- Contract Type - M=Fixed Price Award Fee
- Hubzone Representation (D1B)
- Type SB Setaside(D4A) - F=Very SB Setaside
- Hubzone Preference (D4D)
- E1 Contingency Action used to be E4.
- E2 Cost Accounting Standards Clause (FAR 30)